

MAINE CRIMINAL JUSTICE ACADEMY

**BASIC IN-SERVICE TRAINING PROGRAM
FALL / WINTER / SPRING 2006-2007**



15 OAK GROVE ROAD
VASSALBORO, MAINE 04989
(207)877-8000

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John Elias Baldacci
Governor

STATE OF MAINE
Department of Public Safety
MAINE CRIMINAL JUSTICE ACADEMY
15 Oak Grove Road
Vassalboro, Maine 04989



Michael P. Cantara
Commissioner

John B. Rogers
Director

June 2, 2006

Dear Colleague:

This publication is designed to provide criminal justice agencies with a schedule of training programs offered by the Academy, through June 2007. The course schedule, at this time is an accurate description of the training offered during this training year. However, because of exigent circumstances, changes do occur that requires we postpone, cancel or add courses to the schedule. Agencies will be promptly notified of any changes, cancellations or specially scheduled programs. You may also find the training courses in the catalog listed on the Academy's homepage <http://www.state.me.us/dps/mcja>.

Ms. Susan Holmes represents District 1 & 2 and her office is located at Southern Maine Community College, telephone 799-9564. Mr. James Lyman represents District 5 & 8; Ms. Lauren Meservie represents District 4 & 6; and Mr. Eric Parker represents District 3 & 7. Their offices are located at the Academy, telephone 877-8000. Please contact them personally if you wish assistance in providing your agency with field in-service training.

Generally, tuition for most classes will remain \$1.50/hour. Lodging remains at \$15 per night and meals will remain at \$6.00 per meal. The BLETP tuition is \$1,500.00 per student for agencies. Agencies will be invoiced for actual costs incurred up to the \$1,500.00 if the student leaves for any reason. The dress code at the Academy requires students to wear a uniform or dress slacks or skirt and shirts with collars. This policy is included in this catalog.

The MCJA cancellation policy, which requires your agency to pay the tuition costs for any class canceled by your officer or if the officer fails to attend a program for which they applied without notifying the Academy in writing by mail, FAX or e-mail at least 1 week prior to the class starting date remains in effect. If the seat can be filled with another student on the waiting list, your agency will not be billed. This cancellation policy will allow students on the waiting list to attend the class, not leaving a last minute vacancy that is difficult to fill. Applications should be forwarded to the Academy or students should register on-line at <http://www.state.me.us/dps/mcja/> at least 3 weeks prior to the start of a course. Generally classes will be filled on a first-applied, first-accepted basis, but priority will be given to students who currently hold positions in specialty areas. Please direct all inquires to the appropriate training supervisor, at 877-8000.

Sincerely,

John B. Rogers, Director
Maine Criminal Justice Academy

**MAINE CRIMINAL JUSTICE ACADEMY
STAFF**

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|------------------|--|------------------------|---|
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| James Lyman | Northern Maine Training Supervisor | 877-8009 | james.a.lyman@maine.gov |
| John Murphy | Basic Police Training Supervisor | 877-8016 | jack.m.murphy@maine.gov |
| Eric Parker | Western and Downeast Maine Training Coordinator | 877-8035 | eric.parker@maine.gov |
| Susan Holmes | Southern Maine Training Supervisor | 799-9564 / 877-8014 | sholmes@smccme.edu or susan.j.holmes.maine.gov |
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MAINE CRIMINAL JUSTICE ACADEMY
A Bureau of the Department of Public Safety
MCJA TRAINING PROGRAMS
STUDENT DISCIPLINARY CODE

PREAMBLE

The Maine Criminal Justice Academy Student Disciplinary Code (the “Code”) is designed to promote the orderly and efficient training of students who receive training under the auspices of the Academy. The Code is promulgated to assure the safety of persons undergoing training, to protect the peaceful exchange of ideas, and to promote professionalism and orderliness consistent with good law enforcement and an efficient criminal justice system.

ARTICLE I

Purposes

SECTION 1 Title 25, M.R.S.A. §2803-A authorizes the Board of Trustees of the Maine Criminal Justice Academy (the “Board”) to set training and certification standards for all law enforcement officers, set requirements for board-approved courses and prescribe curriculum and certify graduates of board-approved courses.

SECTION 2 The Board concludes that the foregoing statutory provision authorizes the Board to establish standards of student conduct and the procedure for enforcing such standards.

SECTION 3 It is the purpose of this Code to promulgate standards of student conduct and the procedure for enforcing such standards, to be known as the “Student Disciplinary Code” for the Maine Criminal Justice Academy.

SECTION 4 This Code shall apply to all students attending any on-site or off-site Maine Criminal Justice Academy Program, which include: all In-service Programs, the Basic Corrections Program, or the Preservice Law Enforcement Programs in accordance with 25 M.R.S.A., chapter 341, with the exception of the Basic Law Enforcement Training Program approved by the Board in accordance with 25 M.R.S.A. § 2804-C (“BLETP”), which has a separate disciplinary code, entitled Cadet Disciplinary Code.

SECTION 5 The fact that the Academy may take disciplinary action is not intended to affect or influence the ability of the student’s employer or any appropriate civil or law enforcement authority to take disciplinary or enforcement action. The student remains subject to prosecution for violation of any applicable laws.

ARTICLE II

Sanctions

SECTION 1 General. No student may be dismissed or suspended for disciplinary reasons except in accordance with the provisions of this Code. The following sanctions may be imposed for violation of the Academy Standards of Conduct, which are set forth in Article III of this Code.

SECTION 2 Denial of Privileges. Minor infractions of the Rules and Regulations of the Academy, Standards of Conduct of this Code, directives, and staff orders may result in denial of privileges. Such a sanction may be imposed in conjunction with written or oral reprimands.

SECTION 3 Oral Reprimand. A student may receive a verbal reprimand by the Training Coordinator pursuant to the procedures outlined in Article IV for violation of the Standards of Conduct of this Code and the rules and regulations of special training.

SECTION 4 Written Reprimand. A student may receive a written reprimand by the Training Coordinator pursuant to the procedures outlined in Article IV for violation of the Standards of Conduct of this Code and the rules and regulations of special training.

SECTION 5 Suspension. A student suspended from the Academy shall leave the premises of the Academy and shall not participate in any activity conducted under the auspices of the Academy, except such activities as are open to the general public, and shall not have any privileges of a student. For purposes of the application of this Code, however, he/she shall be regarded as a student, though suspended. At the expiration of the period of suspension, either at the point in time of the course from which he/she was suspended or the beginning of the next training course as determined by the Director of the Academy on the application of such student, he/she shall be automatically reinstated as a student in good disciplinary standing provided he/she has not been found, in the meantime, to have further violated one of the Standards of Conduct of this Code.

SECTION 6 Dismissal. A student dismissed from the Academy shall leave the premises of the Academy and shall no longer be a student of the Academy. In order to become a student again, a person must submit a new application for admission.

ARTICLE III

Standards of Conduct

SECTION 1 General. Conduct promoting public respect and self-esteem is an essential quality for an effective criminal justice professional. Students are expected to practice and demonstrate such conduct to a high degree while enrolled in an Academy training program. Compliance by

all students with the Standards of Conduct will enhance this quality. Such compliance is required and any violation will be the subject of appropriate disciplinary action, up to and including dismissal from the Academy.

SECTION 2 Criminal Misconduct. Violation of any criminal law at any time or place is deemed a very serious breach of the Standards of Conduct of this Code. Any student in any MCJA training program against whom criminal charges have been filed in court may be suspended pursuant to Article IV by the Director from further attendance in or at an Academy program pending resolution of the criminal charge. Conviction of a criminal offense will result in appropriate disciplinary action, and may result in dismissal of the student.

SECTION 3 Ethical Violations. Ethical standards are essential standards of integrity to which every criminal justice professional should aspire. Ethical Violations represent an EXTREMELY SERIOUS INCIDENT of misconduct that may result in termination from the Academy, or in appropriate cases, a period of probation and/or other punishment. The acts of **lying, plagiarism, stealing** and **cheating** are considered ethical violations of the Code. The following definitions are pertinent to the Academy's Ethical Violations:

- A. Lying** is stating an oral or written untruth with the intent to deceive.
- B. Plagiarism** is to knowingly use unauthorized assistance in submitted work designated to represent one's own efforts.
- C. Stealing** is to take, obtain or withhold property or anything of value wrongfully from the owner with the intent of permanently or temporarily depriving the owner of its use or possession.
- D. Cheating** is to deceive by trickery, to mislead, to elude, or to act dishonestly. Examples include:
 - Looking at another student's answer sheet or test papers.
 - Copying another student's answer.
 - Having another student do an assignment.
 - Talking without permission to another student, anytime, during an examination.
 - Writing any information before, during, or after the exam on desktops, booklets, hands, etc. Use of scratch paper for mathematical computations is acceptable if authorized by the exam proctor.
 - Having any unauthorized information at the student's disposal such as notes, books, etc., that is relevant to the examination without permission.
 - Having access to examination questions and answers prior, during, or after a test, and before the grading of the exam.

SECTION 4 Failure to Comply with Directives. Students must obey all applicable directives as outlined in the rules and regulations in the Special Training programs. Additional directives may be presented and explained by the staff. Failure to comply with directives will result in appropriate disciplinary sanctions, and may result in dismissal of the student.

SECTION 5 Unprofessional Conduct. Students attending any Academy program are expected to conduct themselves professionally. Harassment of any person, hazing, profanity, discourtesy, rudeness, impoliteness and the like are unprofessional conduct for criminal justice professionals.

Unprofessional conduct will result in appropriate disciplinary sanctions and may result in dismissal of the student.

SECTION 6 Sexual Harassment and Discrimination. Sexual Harassment and discrimination based on race, color, sex, religion, age, national origin, sexual orientation or disability are prohibited. Any form of sexual harassment or discrimination will not be tolerated at any Academy programs.

Examples of prohibited harassment and discrimination include, but are not limited to:

- A. Unwelcome sexual advances or contact, gestures, suggestive or lewd remarks;
- B. Verbal abuse such as offensive racial, ethnic, or sexual threats or comments, physical overtures, or any type of pressure to engage in sexual activity;
- C. Offensive jokes; and
- D. Ridicule, slurs, derogatory action or remarks.

Students may report incidents of discrimination or harassment to any member of the Academy staff or the Department of Public Safety's Personnel Officer located at 45 Commerce Drive, Suite 1, Augusta, Maine 04333-0104 or by telephone at 626-3814. Discrimination against or harassment of any person will result in appropriate disciplinary sanctions, and may result in dismissal.

SECTION 7 Application of Sanctions to Standards of Conduct. The specification of a possible sanction under each of the Standards of Conduct in this Code is not intended to be exclusive; the range of sanctions remains available. Each case will be considered individually, with due regard given the nature of the violation and the history of the student.

ARTICLE IV

Procedures

SECTION 1 General. Any person may report a student for a violation of the Standards of Conduct to any member of the Academy staff. Minor violations will normally be addressed by oral or written reprimands. More serious and repeated violations will result in suspension or dismissal. The Disciplinary Officer referred to in this Code shall be the Assistant Director or other designee appointed by the Academy Director.

SECTION 2 Oral Reprimand. Disciplinary action in the form of an oral reprimand by the Training Coordinator to a student is subject to review by the Disciplinary Officer. Written notification of an oral reprimand will be provided to the student and the student's sponsor.

SECTION 3 Written Reprimand. Disciplinary action in the form of a written reprimand by the Training Coordinator to a student is subject to review by the Disciplinary Officer. The written reprimand shall include a notation of the nature, time, place of the violation and the sanction. The original will be given to the student and the student's sponsor, and the Disciplinary Officer for entry in the students record. Notification of the written reprimand shall be given to the Academy Director.

- A. The student may appeal this action by submitting a written request to the Disciplinary Officer within twenty-four (24) hours after receiving such reprimand.
- B. Within three (3) working days after receiving the requested appeal, the Disciplinary Officer shall hold an informal hearing on this appeal, attended by the reprimanded student, the Training Coordinator issuing the reprimand and any witnesses desired by the Training Coordinator or student.
- C. Upon conclusion of this informal hearing, the Disciplinary Officer shall notify the student and the student's sponsor of his/her decision. The decision shall be final and noted in the student's record.

SECTION 4 Suspension or Dismissal.

A. Preliminary Investigation and Recommendation for Hearing. Upon receipt of information that a student may have committed a violation of the Standards of Conduct of this Code that could result in suspension or dismissal, the Disciplinary Officer shall immediately conduct an informal preliminary investigation of the matter. If satisfied that there is reasonable cause for either suspension or dismissal of the student, the Disciplinary Officer will submit a written report of the investigation specifying the nature, time and place of each violation alleged and the names of witnesses accompanied by all or any written statements and exhibits of such offense to the Academy Director with a recommendation that a hearing being convened on the alleged violation(s).

B. Action by the Academy Director. If the Academy Director concurs in the recommendation of the Disciplinary Officer, the Director will notify the Chair of the Board of Trustees to schedule the matter for hearing. In the meantime, the Academy Director may, for good reason, suspend the student pending hearing. The Academy Director may have good reason to suspend the student pending hearing based on such considerations as the health and safety of the accused cadet, other cadets, and/or staff, and the need to conduct training without disruption. If the Academy Director concludes that no violation has occurred, the Director may dismiss the matter. If the Academy Director concludes that the alleged violation is not sufficiently serious to warrant suspension or dismissal, the Director may refer the matter to the Training Coordinator for an oral or written reprimand.

C. Hearing. If the Academy Director concurs with the recommendation to refer to the matter to the Board of Trustees, the Director shall notify the Chair of the Board who, in turn, will appoint three members of the Board to serve as a hearing panel. The Director shall provide the accused student with a written statement of the charges and the time and place of the hearing at least 48 hours prior to the time of such hearing. The panel shall conduct the hearing in accordance with the Maine Administrative Procedure Act and applicable Department of Public Safety Rules regarding administrative hearings.

D. Decision after Hearing. The panel shall issue a written decision no later than two working days after conclusion of the hearing. The decision shall include findings of fact sufficient to advise the student of the basis for the decision, shall be mailed or provided in hand

to the student, and shall apprise the student of the right of appeal pursuant to 5 M.R.S.A. § 11001.

SECTION 5 Attendance at the Academy Subsequent to Suspension or Dismissal. A dismissed student, or a student unable to complete a course due to a suspension, may apply for admission to a subsequent Academy course. Any statement of the applicant on the “Background Standard for Admission to and/or Certification,” on an application, or in a request for admission or enrollment must be accompanied by a statement disclosing the date and nature of the prior violation and the sanction imposed. Prior disciplinary action may provide grounds for denial of admission, and will be considered to the extent permitted by law. The Academy Director or his/her designee shall advise the applicant in writing of the decision to deny admission to the Academy. The decision shall reflect the Academy Director’s or his/her designee reasoning in a manner sufficient to inform the applicant of the basis for the decision.

SECTION 6 Appeal of Denial of Admission. An applicant who has been denied admission based all or in part on disciplinary action imposed while the applicant was previously enrolled at or attending the Academy may appeal such decision to the Board of Trustees by delivering a written notice of appeal to the Academy Director no later than ten (10) working days after receipt of written notice of the decision denying admission. The notice of appeal should include a copy of the written decision of the Academy Director and a complete statement of the reasons the applicant disagrees with the decision of the Director.

A. Within two (2) working days of receipt of a copy of the written notice of appeal, the Academy Director shall transmit to a three-member panel of the Board appointed by the Chair of the Board a copy of the written decision, copies of any evidence relied on, the notice of appeal, and any materials submitted by the applicant in support of the appeal.

B. Within thirty (30) working days of receipt of the materials transmitted by the Academy Director, the panel shall review the materials and issue a written decision. The panel may affirm the decision of the Academy Director; remand to the Director for additional findings of fact; or vacate the findings of the Director and admit the applicant. The decision shall reflect the panel’s reasoning and advise the applicant of any right of appeal.

Moved by: Linda Smithers
Seconded by: Richard Harburger
Voted Unanimously by the Board of Trustees
Date: 05/05/2006



MAINE CRIMINAL JUSTICE ACADEMY

A BUREAU OF THE DEPARTMENT OF PUBLIC SAFETY

Rules And Regulations For Special Training Programs

Directive 79-1 (Revised)

PURPOSE

The following rules and regulations are established to promote the orderly and efficient training for those individuals who attend the Maine Criminal Justice Academy for special training programs (i.e. in-service, student orientation programs, etc.) They are designed to promote professionalism and orderliness consistent with the high ideals of the criminal justice system, and so that the students receive the full benefit of the training program.

AUTHORITY

The herein contained rules and regulations are established and implemented in accordance with policies and procedures promulgated by the Academy Trustees. It shall be the responsibility of all Academy staff members to encourage and enforce compliance with these rules and regulations. A training supervisor will be assigned to each special training program and will be responsible to apprise each student of these rules and regulations at the start of each training program.

CONDUCT AND GENERAL RESPONSIBILITIES

1. Students shall conduct themselves in an orderly and professional manner at all time while enrolled in an Academy training program.
2. Students are expected to conduct themselves ethically while attending Academy training programs. Ethical violations such as lying, cheating, plagiarism, deception, as well as criminal conduct and harassment are serious violations of the “*Student Disciplinary Code*” and can lead to disciplinary action, up to and including dismissal from the Academy.
3. The consumption of alcoholic beverages on Academy grounds is prohibited unless the consumption is an integral part of an approved training program.
4. Students shall assist in the conservation of heat and electricity.
5. Students shall maintain quiet after lights out at 11:00 p.m.
6. Student vehicles shall be parked according to Academy maps and where instructed to do so.
7. Students are responsible for all information posted on the designated bulletin board or in other locations identified by the MCJA training coordinator.
8. Students shall be properly dressed in uniform or appropriate attire as explained by the In-Service Training Supervisor while enrolled in training programs. No shorts, cutoffs, jeans, T-

shirts, clothing with inappropriate language, ripped or torn clothing is allowed without the express approval of the training supervisor.

9. Student shall not use any tobacco product within 100 feet of any Academy building or while participating in any Academy in-service training program off grounds. Students shall smoke only in those areas designated by the training coordinator.
10. Canines are not allowed in the billets or classroom without the permission of the Academy Director or the Training Manager.
11. Law enforcement officers are encouraged to leave their weapons secured in their vehicles during training. Non-law enforcement officers are prohibited from bringing firearms onto Academy grounds. ***In no case are firearms allowed in the dormitories (billets) without the prior written permission of the Academy Director.***
12. Personal injuries or property damage shall be brought to the immediate attention of a staff member.
13. Students will be permitted off the Academy grounds with the permission of the assigned training supervisor. Students should contact the training supervisor or another staff member if a problem arises or if special permission is needed.

ROOMS, LODGING AND LINEN

1. Advance notice must be given to the Academy for students who require lodging during training.
2. Each student will be assigned to a room and room assignments will be posted. ***Room assignments will not be changed without permission of the training supervisor.*** Students shall not remove dorm room furniture from their rooms.
3. Telephone messages, if not personally communicated, will be posted on the bulletin board. All Academy telephones are off limits, except with specific permission of the staff. A public pay phone is located in the basement of "Building A" by the Recreation Room, as well as in the lobby outside the Dining Room. Phones for local calls and credit card calls are located in the hallway of the third floor of Building B (classroom building).
4. Linen will be issued and signed for at the designated time. At the end of each school, linen shall be placed in the pillowcase and set outside the student's room prior to 0830. Blankets will be folded and placed on the foot of the bed. **FAILURE TO TURN IN LINEN WILL RESULT IN THE STUDENT BEING BILLED FOR SAME.**
5. ***Students must provide their own towels, face cloths, etc.***

MEALS

1. Students shall comply with meal policies as explained by the training coordinator. Students are required to have a meal ticket issued by the training coordinator to eat in the dining room.
2. Failure to provide the Academy with at least one-week advance notice may result in the unavailability of meals for a student.

ATTENDANCE AND ACADEMIC STANDARDS

Accreditation and certification for special training programs shall not be given unless successful completion of required standards and 90% attendance is attained. Exceptions to these standards will only be made by the Academy Director after consultation with the course instructor(s).

John B. Rogers, Director
Maine Criminal Justice Academy

Dated: July 1, 1993
Revised: July 12, 2001
Revised: May 29, 2003
Revised: June 28, 2005

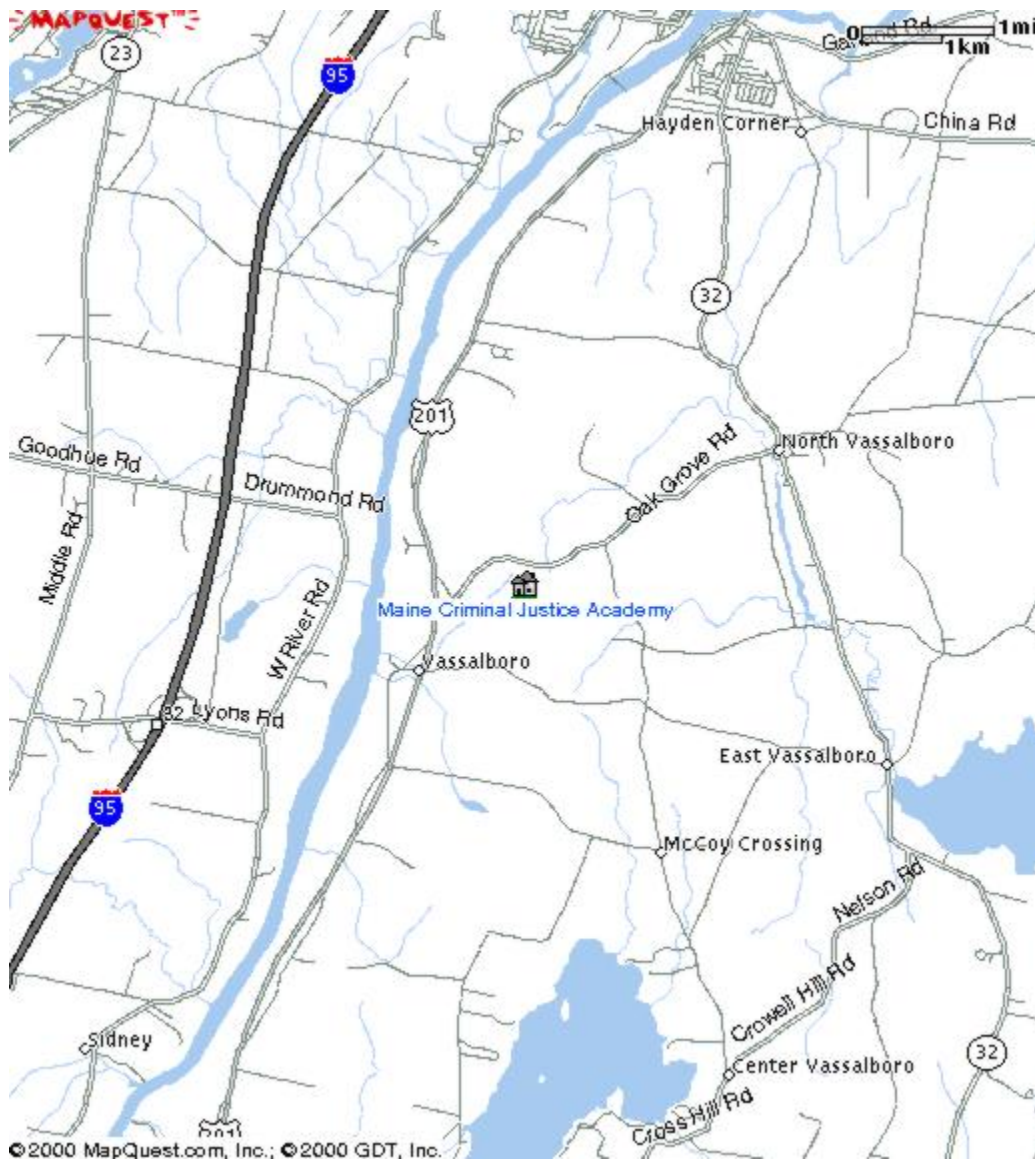
DISTRIBUTION: MCJA Staff

Map and Directions to the Academy

The Maine Criminal Justice Academy is located off Route 201 in Vassalboro. It is approximately 7 miles south of the Town of Winslow and 12 miles north of the City of Augusta.

From the south: Take Interstate 95 north to Exit 113, travel to your second set of traffic lights. Turn left onto Route 201 North. Go approximately 9 miles. The Academy will be located on your right.

From the north: Take Interstate 95 south to Exit 127, old exit 33, (Kennedy Memorial Drive). At the end of the ramp, turn left and follow the KMD into town. Where Route 137 turns off to the right (after 7th street light) turn onto Route 137. Proceed approximately 1.5 miles to the intersection of Route 201. Turn right onto Route 201. Follow Route 201 for exactly 5 miles to intersection with the Oak Grove Road on the left. Academy is the set of brick buildings on the right.



TRAINING SCHEDULE - FALL / WINTER / SPRING 2006-2007

Basic Law Enforcement Training Program

| <u>DATE</u> | <u>COURSE</u> | <u>LOCATION</u> |
|---------------------------|---|--------------------------------|
| August 14 - Dec. 15, 2006 | 11th Basic Law Enforcement Training Program | Maine Criminal Justice Academy |
| January 22 – May 25, 2007 | 12 th Basic Law Enforcement Training Program | Maine Criminal Justice Academy |

Law Enforcement Pre-Service

| <u>DATE</u> | <u>COURSE</u> | <u>LOCATION</u> |
|-------------------------|-----------------------------|--------------------------------|
| Aug. 31 – Dec. 14, 2006 | Law Enforcement Pre-Service | ITV Course, UMFK |
| Sept. 27- Oct. 13, 2006 | Law Enforcement Pre-Service | Biddeford |
| October 11 – 27, 2006 | Law Enforcement Pre-Service | Maine Criminal Justice Academy |
| April 18 – May 4, 2007 | Law Enforcement Pre-Service | Scarborough |
| April 25 – May 11, 2007 | Law Enforcement Pre-Service | Maine Criminal Justice Academy |
| May 30 – June 15, 2007 | Law Enforcement Pre-Service | Ogunquit |

Basic Corrections

| <u>DATE</u> | <u>COURSE</u> | <u>LOCATION</u> |
|-------------------------|-------------------|--------------------------------|
| September 11- 22, 2006 | Basic Corrections | Maine Criminal Justice Academy |
| December 11 – 22, 2006 | Basic Corrections | Maine Criminal Justice Academy |
| February 5 – 16, 2007 | Basic Corrections | Maine Criminal Justice Academy |
| April 30 – May 11, 2007 | Basic Corrections | Maine Criminal Justice Academy |

Law Enforcement and Corrections In-Service Training

| <u>DATE</u> | <u>COURSE</u> | <u>LOCATION</u> |
|-------------------------|--|---------------------------------------|
| August 16, 2006 | Regional Training Coordinator's Seminar | Maine Criminal Justice Academy |
| August 17, 2006 | Computer Basic & Troubleshooting | Maine Criminal Justice Academy |
| August 21-25, 2006 | Methods of Instruction | Maine Criminal Justice Academy |
| August 28-30, 2006 | Operational Weapons of Mass Destruction Response for Law Enforcement Train the Trainer | Maine Criminal Justice Academy |
| August 31, 2006 | Microsoft Powerpoint Basics (Beginner/Intermediate) | Maine Criminal Justice Academy |
| September 6 – 7, 2006 | Pre-Employment Background Investigations | Maine Criminal Justice Academy |
| Sept. 11 – Nov 3, 2006 | K-9 Narcotic Detection School | State Police K-9 Facility, Vassalboro |
| September 19, 2006 | Microsoft Powerpoint, Advanced | Maine Criminal Justice Academy |
| September 20 – 21, 2006 | Crash Reconstruction Re-Certification Training | Maine Criminal Justice Academy |
| September 25 - 29, 2006 | Urban Rifle Instructor School | Maine Criminal Justice Academy |
| September 25 - 29, 2006 | Field Training Officer for Corrections | Maine Criminal Justice Academy |
| September 27, 2006 | Intoxilyzer Recertification | Maine Criminal Justice Academy |

| <u>DATE</u> | <u>COURSE</u> | <u>LOCATION</u> |
|-------------------------|--|--------------------------------|
| September 28 – 29, 2006 | Law Enforcement & Deterrence of Terrorist Acts Train the Trainer | Maine Criminal Justice Academy |
| October 3 – 5, 2006 | Investigating Complaints of Officer Misconduct | Maine Criminal Justice Academy |
| October 5, 2006 | Access Basic Part I 8:30 – 11:30AM | Maine Criminal Justice Academy |
| October 5, 2006 | Access Basic Part II 1:00 – 4:00PM | Maine Criminal Justice Academy |
| October 16 – 20, 2006 | Police Training Officer | Maine Criminal Justice Academy |
| October 23 – 27, 2006 | Law Enforcement Chaplain's Class | Maine Criminal Justice Academy |
| November 6 – 10, 2006 | Staff Supervision for Corrections Professionals | |
| November 9, 2006 | Microsoft Excel Advanced | Maine Criminal Justice Academy |
| November 13 – 17, 2006 | Methods of Instruction | Maine Criminal Justice Academy |
| December 4 – 8, 2006 | Drug Recognition Expert Instructor School | Maine Criminal Justice Academy |
| December 5, 2006 | Crash Reconstruction Specialist Mandatory Re-Certification Exam | Maine Criminal Justice Academy |
| December 6, 2006 | Civil Rights Officer Training | Maine Criminal Justice Academy |
| December 18, 2006 | Microsoft Access Advanced | Maine Criminal Justice Academy |
| December 27, 2006 | Intoxilyzer Re-certification | Maine Criminal Justice Academy |
| January 11, 2007 | Microsoft Word Advanced | Maine Criminal Justice Academy |
| Jan. 29 – Feb. 2, 2007 | Methods of Instruction | Maine Criminal Justice Academy |
| February 21 – 22, 2007 | Law Enforcement Re-Certification Course | Maine Criminal Justice Academy |
| February 23, 2007 | Computer Basic & Troubleshooting | Maine Criminal Justice Academy |
| Feb. 26 – March 2, 2007 | Basic Crisis Negotiations School | Maine Criminal Justice Academy |
| March 1, 2007 | Microsoft Excel Basic | Maine Criminal Justice Academy |
| March 5 – 16, 2007 | Drug Recognition Expert Evaluation & Classification School | Maine Criminal Justice Academy |
| March 12 – 16, 2007 | Field Training Officer for Corrections | Maine Criminal Justice Academy |
| March 19 – June 8, 2007 | Basic Patrol Dog School | Vassalboro |
| March 20, 2007 | Microsoft Excel Intermediate | Maine Criminal Justice Academy |
| March 26 – 30, 2007 | Methods of Instruction | Maine Criminal Justice Academy |
| March 28, 2007 | Intoxilyzer Re-certification | Maine Criminal Justice Academy |
| April 9 – 13, 2007 | New Chief & Sheriffs Seminar | Maine Criminal Justice Academy |
| April 9 – 13, 2007 | Police Training Officer | Maine Criminal Justice Academy |
| April 18, 2007 | Access Intermediate | Maine Criminal Justice Academy |
| April 19, 2007 | Microsoft Excel Advanced | Maine Criminal Justice Academy |
| May 14 – 18, 2007 | Police Photography | Maine Criminal Justice Academy |
| May 31, 2007 | Microsoft Powerpoint Basics (Beginner/Intermediate) | Maine Criminal Justice Academy |
| June 1, 2007 | Microsoft Powerpoint, Advanced | Maine Criminal Justice Academy |
| June 4 – 8, 2007 | Mechanics of Restraint & Control Instructor | Maine Criminal Justice Academy |
| June 4 – 15, 2007 | Basic Supervision for Law Enforcement | Maine Criminal Justice Academy |
| June 4 – 8, 2007 | Methods of Instruction | Maine Criminal Justice Academy |
| June 11 – 15, 2007 | Interactive Use of Force Instructor | Maine Criminal Justice Academy |
| June 11 – 22, 2007 | Firearms Instructor Development | Maine Criminal Justice Academy |
| June 15, 2007 | Firearms Skills Development | Maine Criminal Justice Academy |
| June 27, 2007 | Intoxilyzer Re-certification | Maine Criminal Justice Academy |

| <u>DATE</u> | <u>COURSE</u> | <u>LOCATION</u> |
|-------------|---------------|-----------------|
|-------------|---------------|-----------------|

Dispatcher Training

| <u>DATE</u> | <u>COURSE</u> | <u>LOCATION</u> |
|-------------------------|---------------------------------|--------------------------------|
| September 11 - 15, 2006 | Terminal Operator Certification | Maine Criminal Justice Academy |
| October 16 - 20, 2006 | Terminal Operator Certification | Maine Criminal Justice Academy |
| November 13 - 17, 2006 | Terminal Operator Certification | Maine Criminal Justice Academy |
| December 4 – 8, 2005 | Terminal Operator Certification | Maine Criminal Justice Academy |
| January 8 - 12, 2007 | Terminal Operator Certification | Maine Criminal Justice Academy |
| February 12 - 16, 2007 | Terminal Operator Certification | Maine Criminal Justice Academy |
| March 12 - 16, 2007 | Terminal Operator Certification | Maine Criminal Justice Academy |
| April 9 - 13, 2007 | Terminal Operator Certification | Maine Criminal Justice Academy |
| May 7 - 11, 2007 | Terminal Operator Certification | Maine Criminal Justice Academy |
| June 4 - 8, 2007 | Terminal Operator Certification | Maine Criminal Justice Academy |



August 2006


MCJA Training Calendar

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--|---------|---|------------------------------|--------|
| | 1 | 2 ALERT Test (B-246) | 3 | 4 |
| 7 | 8 | 9 | 10 | 11 |
| 14 | 15 | 16 Regional Training Co. ALERT Test (B-246) | 17 Computer Basics and .. | 18 |
| 11th Basic Law Enforcement Training Program (B-165) | | | | |
| 21 | 22 | 23 | 24 | 25 |
| Methods of Instruction (B-248) | | | | |
| 11th Basic Law Enforcement Training Program (B-165) | | | | |
| 28 | 29 | 30 | 31 | |
| Operational WMD Response for Law Enforcement, Train the Trainer (344-346) Microsoft PowerPoint .. | | | | |
| 11th Basic Law Enforcement Training Program (B-165) | | | | |
| <div> <div> July M T W T F S S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 </div> <div> September M T W T F S S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 </div> </div> | | | | |



September 2006

MCJA Training Calendar


| Monday | Tuesday | Wednesday | Thursday | Friday | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <div><div>August</div><table><tr><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td><td>S</td></tr><tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr><tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr><tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr><tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr><tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr></table></div> <div><div>October</div><table><tr><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td><td>S</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr><tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr><tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr><tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr><tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr><tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr></table></div> | | | | M | T | W | T | F | S | S | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | M | T | W | T | F | S | S | | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | | | 1 |
| M | T | W | T | F | S | S | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 7 | 8 | 9 | 10 | 11 | 12 | 13 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 28 | 29 | 30 | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| M | T | W | T | F | S | S | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 2 | 3 | 4 | 5 | 6 | 7 | 8 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 30 | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 <div> Labor Day</div> | 5 | 6 <div>ALERT Test (344)</div> <div>Pre-Employment Applicant Background Investigat</div> <div>11th Basic Law Enforcement Training Program (B-165)</div> | 7 | 8 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | 12 | 13 | 14 | 15 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <div>Terminal Operator Certification</div> <div>K-9 Narcotic Detection School</div> <div>Basic Corrections Training (B-246-248)</div> <div>11th Basic Law Enforcement Training Program (B-165)</div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18 | 19 <div>Microsoft Advanced P..</div> | 20 <div>ALERT Test (220)</div> <div>Crash Reconstruction Re-Certification (B-344-346)</div> | 21 | 22 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <div>K-9 Narcotic Detection School</div> <div>Basic Corrections Training (B-246-248)</div> <div>11th Basic Law Enforcement Training Program (B-165)</div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 25 | 26 | 27 <div>▼</div> | 28 <div>▼</div> | 29 <div>▼</div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <div>Law Enforcement Pre-Service (Biddeford PD)</div> <div>Urban Rifle Instructor (B-220)</div> <div>K-9 Narcotic Detection School</div> <div>Field Training Officer for Corrections (B-246)</div> <div>11th Basic Law Enforcement Training Program (B-165)</div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

2005-2006 Training Calendar



October 2006

MCJA Training Calendar



| Monday | Tuesday | Wednesday | Thursday | Friday |
|--|---------|--|---|--------|
| 2 | 3 | 4 | 5 | 6 |
| | | ALERT Test (246) | Access Basics Part I (...) | |
| | | Investigating Complaints of Officer Misconduct (248) | | |
| | | Law Enforcement Pre-Service (Biddeford PD) | | |
| | | K-9 Narcotic Detection School | | |
| | | 11th Basic Law Enforcement Training Program (B-165) | | |
| 9 | 10 | 11 | 12 | 13 |
|  Columbus Day | | | | |
| | | | Law Enforcement Pre-Service (B-246-248) | |
| | | Law Enforcement Pre-Service (Biddeford PD) | | |
| | | K-9 Narcotic Detection School | | |
| | | 11th Basic Law Enforcement Training Program (B-165) | | |
| 16 | 17 | 18 | 19 | 20 |
| | | | | |
| | | Terminal Operator Certification | | |
| | | Police Training Officer (B-346) | | |
| | | Law Enforcement Pre-Service (B-246-248) | | |
| | | K-9 Narcotic Detection School | | |
| | | 11th Basic Law Enforcement Training Program (B-165) | | |
| 23 | 24 | 25 | 26 | 27 |
| | | | | |
| | | Law Enforcement Pre-Service (B-246-248) | | |
| | | Law Enforcement Chaplain's Course | | |
| | | K-9 Narcotic Detection School | | |
| | | 11th Basic Law Enforcement Training Program (B-165) | | |
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2005-2006 Training Calendar



November 2006


MCJA Training Calendar

| Monday | Tuesday | Wednesday | Thursday | Friday | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | | ALERT Test (246) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | K-9 Narcotic Detection School | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 11th Basic Law Enforcement Training Program (B-165) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | 7 | 8 | 9 | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Advanced Microsoft E. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Staff Supervision for Corrections Professionals (B-248) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11th Basic Law Enforcement Training Program (B-165) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13 | 14 | 15 | 16 | 17 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | ALERT Test (246) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Terminal Operator Certification | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Methods of Instruction (B-248) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11th Basic Law Enforcement Training Program (B-165) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20 | 21 | 22 | 23 | 24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11th Basic Law Enforcement Training Program (B-165) | | |  Thanks-giving Holiday |  Thanks-giving Holiday | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 27 | 28 | 29 | 30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11th Basic Law Enforcement Training Program (B-165) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <div>October</div> <table><tr><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td><td>S</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr><tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr><tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr><tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr><tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr><tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr></table> | | | M | T | W | T | F | S | S | | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | | | <div>December</div> <table><tr><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td><td>S</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>3</td><td></td></tr><tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr><tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr><tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr><tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr></table> | | M | T | W | T | F | S | S | | | | | | 1 | 2 | | | | | | 3 | | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| M | T | W | T | F | S | S | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 2 | 3 | 4 | 5 | 6 | 7 | 8 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 30 | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| M | T | W | T | F | S | S | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | 1 | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |



December 2006



MCJA Training Calendar

| Monday | Tuesday | Wednesday | Thursday | Friday | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <div><div>November 06</div><table><tr><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td><td>S</td></tr><tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr><tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr><tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr><tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr><tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr></table></div> <div><div>January 07</div><table><tr><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td><td>S</td></tr><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr><tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr><tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr><tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr><tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr></table></div> | | | | M | T | W | T | F | S | S | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | | | M | T | W | T | F | S | S | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | | 1 |
| M | T | W | T | F | S | S | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 1 | 2 | 3 | 4 | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 27 | 28 | 29 | 30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| M | T | W | T | F | S | S | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 29 | 30 | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11th Basic Law Enforc. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | 5 | 6 | 7 | 8 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <div>Crash Reconstruction ..</div> <div>Civil Rights Officer Tra</div> <div>ALERT Test (246)</div> <div>Terminal Operator Certification</div> <div>DRE Instructor (B-248)</div> <div>11th Basic Law Enforcement Training Program (B-165)</div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | 12 | 13 | 14 | 15 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <div>Basic Corrections (B-246-248)</div> <div>11th Basic Law Enforcement Training Program (B-165)</div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18 | 19 | 20 | 21 | 22 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <div>Advanced Access (Co...</div> <div>ALERT Test (246)</div> <div>Basic Corrections (B-246-248)</div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 25 | 26 | 27 | 28 | 29 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <div><div></div><div>Christmas Holiday</div><div>Intoxilyzer Recertificat</div></div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |



January 2007


MCJA Training Calendar

| Monday | Tuesday | Wednesday | Thursday | Friday | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---------------|---|--|---------------|----|----|---|---|---|--|--|--|--|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--|--|---|---|---|---|---|---|---|--|--|--|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--|--|--|--|
| <div>1</div> <div>New Year Holiday</div> | <div>2</div> | <div>3</div> <div>ALERT Test (246)</div> | <div>4</div> | <div>5</div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <div>8</div> | <div>9</div> | <div>10</div> | <div>11</div> <div>Microsoft Word Adva..</div> | <div>12</div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Terminal Operator Certification | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <div>15</div> <div>Martin Luther King Day</div> | <div>16</div> | <div>17</div> <div>ALERT Test (246)</div> | <div>18</div> | <div>19</div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <div>22</div> | <div>23</div> | <div>24</div> | <div>25</div> | <div>26</div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12 Basic Law Enforcement Training Program (B-165) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <div>29</div> | <div>30</div> | <div>31</div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Methods of Instruction (B-248) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12 Basic Law Enforcement Training Program (B-165) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <div>December 06</div> <table><tr><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td><td>S</td></tr><tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr><tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr><tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr><tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr><tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr></table> | | | M | T | W | T | F | S | S | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | <div>February 07</div> <table><tr><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td><td>S</td></tr><tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr><tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr><tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr><tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr><tr><td>26</td><td>27</td><td>28</td><td></td><td></td><td></td><td></td></tr></table> | | M | T | W | T | F | S | S | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | | | | |
| M | T | W | T | F | S | S | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | 1 | 2 | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| M | T | W | T | F | S | S | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | 1 | 2 | 3 | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 26 | 27 | 28 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |



February 2007

MCJA Training Calendar

| Monday | | Tuesday | | Wednesday | | Thursday | | Friday | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|----|---------|---|-----------|--|---|------------------------|--------|----|----|----|----|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--|--|
| <div>January</div> <table><tr><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th><th>S</th></tr><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr><tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr><tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr><tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr><tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr></table> | | | | | | M | T | W | T | F | S | S | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | | 1 | 2 | | | |
| | | | | | | M | T | W | T | F | S | S | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 29 | 30 | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | Methods of Instruction (B-248) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | 12 Basic Law Enforcement Training Program (B-165) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | 6 | | 7 | | 8 | | 9 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | ALERT Test (B-220) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Basic Corrections (B-246-248) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12 Basic Law Enforcement Training Program (B-165) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12 | 13 | | 14 | | 15 | | 16 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Terminal Operator Certification | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Basic Corrections (B-246-248) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12 Basic Law Enforcement Training Program (B-165) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 19 | 20 | | 21 | | 22 | | 23 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  President's Day | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | ALERT Test (B-220) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | Law Enforcement Recertification (B-246-248) | | | | Computer Basics and .. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12 Basic Law Enforcement Training Program (B-165) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 26 | 27 | | 28 | | <div>March</div> <table><tr><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th><th>S</th></tr><tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr><tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr><tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr><tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr><tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr></table> | | | | | M | T | W | T | F | S | S | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | |
| M | T | W | T | F | | | | | | S | S | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | 1 | 2 | | | | | | 3 | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | 6 | 7 | 8 | 9 | | | | | | 10 | 11 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 26 | 27 | 28 | 29 | 30 | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Crisis Negotiations (B-246-248) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12 Basic Law Enforcement Training Program (B-165) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

2005-2006 Training Calendar



March 2007

MCJA Training Calendar


| Monday | Tuesday | Wednesday | Thursday | Friday | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---------------------------------------|--|----------|--------|----|----|---|---|---|--|--|--|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--|--|--|--|--|--|--|---|---|---|---|---|---|---|--|--|--|--|--|--|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--|--|--|--|--|--|--|---|
| <div>February</div> <table><tr><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td><td>S</td></tr><tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr><tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr><tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr><tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr><tr><td>26</td><td>27</td><td>28</td><td></td><td></td><td></td><td></td></tr></table> | | | M | T | W | T | F | S | S | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | | | | | <div>April</div> <table><tr><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td><td>S</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr><tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr><tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr><tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr><tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr><tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> | | | M | T | W | T | F | S | S | | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | | | | | | 1 <div>Microsost Excel Basic..</div> <div>Crisis Negotiations (B-246-248)</div> <div>12 Basic Law Enforcement Training Program (B-165)</div> | 2 |
| M | T | W | T | F | S | S | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | 1 | 2 | 3 | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 26 | 27 | 28 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| M | T | W | T | F | S | S | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | 6 | 7 <div>ALERT Test (B-220)</div> <div>Drug Recognition Expert Pre / Post School (B246-248)</div> <div>12 Basic Law Enforcement Training Program (B-165)</div> | 8 | 9 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12 | 13 | 14 | 15 | 16 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <div>Terminal Operator Certification</div> <div>FTO for Corrections (B-346)</div> <div>Drug Recognition Expert Pre / Post School (B246-248)</div> <div>12 Basic Law Enforcement Training Program (B-165)</div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 19 | 20 <div>Microsoft Excel Interm.</div> | 21 <div>ALERT Test (B-220)</div> <div>Basic Patrol K-9 School</div> <div>12 Basic Law Enforcement Training Program (B-165)</div> | 22 | 23 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 26 | 27 | 28 <div>Intoxilyzer Recertificati.</div> <div>Methods of Instruction (B-248)</div> <div>Basic Patrol K-9 School</div> <div>12 Basic Law Enforcement Training Program (B-165)</div> | 29 | 30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

2005-2006 Training Calendar



April 2007

MCJA Training Calendar

| Monday | | Tuesday | | Wednesday | | Thursday | | Friday | |
|--|--|---------|--|---|--|-----------------------|--|--------|--|
| 2 | | 3 | | 4 | | 5 | | 6 | |
| | | | | ALERT Test (B-246) | | | | | |
| | | | | Basic Patrol K-9 School | | | | | |
| | | | | 12 Basic Law Enforcement Training Program (B-165) | | | | | |
| 9 | | 10 | | 11 | | 12 | | 13 | |
| | | | | Terminal Operator Certification | | | | | |
| | | | | Police Training Officer (B-230) | | | | | |
| | | | | New Chiefs & Sheriffs Seminar (Board Room) | | | | | |
| | | | | Basic Patrol K-9 School | | | | | |
| | | | | 12 Basic Law Enforcement Training Program (B-165) | | | | | |
| 16 | | 17 | | 18 | | 19 | | 20 | |
|  Patriots Day | | | | ALERT Test (B-246) | | | | | |
| | | | | Access Intermediate | | Advanced Microsoft E. | | | |
| | | | | Law Enforcement Pre-Service (Scarborough) | | | | | |
| | | | | Basic Patrol K-9 School | | | | | |
| | | | | 12 Basic Law Enforcement Training Program (B-165) | | | | | |
| 23 | | 24 | | 25 | | 26 | | 27 | |
| | | | | Law Enforcement Pre-Service (B-344-346) | | | | | |
| | | | | Law Enforcement Pre-Service (Scarborough) | | | | | |
| | | | | Basic Patrol K-9 School | | | | | |
| | | | | 12 Basic Law Enforcement Training Program (B-165) | | | | | |
| 30 | | | | | | | | | |
| Law Enforcement Pre- | | | | | | | | | |
| Law Enforcement Pre- | | | | | | | | | |
| Basic Patrol K-9 School | | | | | | | | | |
| Basic Corrections (B-2) | | | | | | | | | |
| 12 Basic Law Enforcem | | | | | | | | | |

March

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| 26 | 27 | 28 | 29 | 30 | 31 | |

May

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| M | T | W | T | F | S | S |
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| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

2005-2006 Training Calendar

2005-2006 Training Calendar



June 2007

MCJA Training Calendar

| Monday | Tuesday | Wednesday | Thursday | Friday |
|---|-----------|-----------|-----------|---|
| <div> <div> May M T W T F S S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 </div> <div> July M T W T F S S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 </div> </div> | | | | 1 Microsoft Advanced P.. Law Enforcement Pre-S.. Basic Patrol K-9 Schoo |
| 4 | 5 | 6 | 7 | 8 |
| Methods of Instruction (248) Mechanic of Arrest Restraint and Control Instructor Development (B-246) Law Enforcement Pre-Service (Ogunquit) Basic Supervision for Law Enforcement (B-344-346) Basic Patrol K-9 School | | | | |
| 11 | 12 | 13 | 14 | 15 |
| Firearms Skills Develo.. Law Enforcement Pre-Service (Ogunquit) Interactive Use of Force Instructor Development (B-248) Firearms Instructor Development (B-220) Basic Supervision for Law Enforcement (B-344-346) | | | | |
| 18 | 19 | 20 | 21 | 22 |
| ALERT Test (B-246) Firearms Instructor Development (B-220) | | | | |
| 25 | 26 | 27 | 28 | 29 |
| Intoxilyzer Recertificati | | | | |

2005-2006 Training Calendar

ADMINISTRATIVE COURSES

PRE-EMPLOYMENT BACKGROUND INVESTIGATIONS

Date: September 6-7, 2006
Location: Academy
Time: 8:00 - 5:00
Fee: \$25.00 plus room / board
Contact: Alan Hammond

This program is designed for individuals who will perform pre-employment background investigations. The course will focus on conducting pre-employment background investigations within law enforcement, corrections or government organizations. Past behavior is a tremendous indicator of future performance. The course will focus on the importance of conducting thorough and legally defensible character investigations. Topics will focus upon: (1) Federal and State laws applicable to background investigations; (2) Conducting legal interviews and obtaining the truth from deceptive applicants; (3) Developing resources to obtain information regarding applicants; (4) ADA legal compliance and its impact on Medical background investigations; (5) Conducting “*out of state*” background investigation; (6) Conducting interviews with spouses, neighbors, references and co-workers; etc. (7) Obtaining credit history information; (8) Understand the legal liability associated with negligent hiring practices.

Personnel who may attend: This class is open to full-time law enforcement personnel. Preference will be given to those assigned by their agency as responsible for conducting background investigations for new hires.

Class Limit: 20 Students

INVESTIGATING COMPLAINTS OF OFFICER MISCONDUCT

Date: October 3-5, 2006
Location: Academy
Time: 8:00 - 5:00
Fee: \$80 plus room/board
Contact: Alan Hammond

From time to time, every law enforcement executive, no matter the size of the agency, will be confronted with the need to conduct an internal affairs investigation. The area of internal affairs investigations is growing increasingly complex. This training attempts to review many of the most common issues confronting chiefs and internal affairs investigators. The community policing philosophy depends on the integrity of the police department. If the public lacks confidence in the agency's ability and commitment to investigate and prosecute officer misconduct, there is little hope for successful partnerships and problem-solving. Investigations are an important part of any employer's frontline defense against liability and serve as a means of maintaining a disciplined workforce. In addition to knowing what to do during an investigation, every employer should know the policies and practices that can be implemented before the need for an investigation arises. *INVESTIGATING COMPLAINTS OF OFFICER MISCONDUCT* focuses on the practical techniques and information you need to know in order to conduct investigations that meet the ever-changing legal requirements. Class content will include: what you should do now to prepare for your next investigation, how to avoid costly mistakes that can create liability, interview techniques to get the most out of every witness, proper documentation, how to organize investigation files, and how to effectively present the results of an investigation.

There are three instructors, all with many years of experience in the subject area. They are Laurel Shippee, the state EEO coordinator; Joyce Oreskovich, chief legal counsel for state employee relations, and Brian MacMaster, chief investigator for the Attorney General's Office

Personnel who may attend: This class is open to full-time law enforcement personnel. Preference will be given to those assigned by their agency as responsible for conducting internal investigations.

Class Limit: 20 Students

STAFF SUPERVISION FOR CORRECTIONS PROFESSIONALS

Date: November 6-10, 2006
Location: Academy
Time: 9:00 - 5:00
Fee: \$60.00 plus room/board
Contact: Eric Parker

This 36-hour course is designed for training staff, and supervisory staff with responsibilities from all correctional jurisdictions (juvenile, adult, local, state and federal). The training program will provide participants the necessary materials and skills to deliver the training curriculum within ones own agency. The curriculum itself covers key supervision issues such as values and vision, principled behavior, supervisor roles and styles, effective communication, encouraging performance through setting standards, coaching, evaluating, counseling and discipline. During the training, participants will become familiar with the curriculum package, as well as participate in a practice facilitation of an assigned module.

In addition, participants will be asked to prepare action plan to use and disseminate the training curriculum and program.

Personnel who may attend: Staff from all correctional jurisdictions who have training responsibilities and basic knowledge and skills in training and facilitation.

Class Limit: 20 Students

NEW CHIEFS AND SHERIFFS SEMINAR

Date: April 9-13, 2007
Location: Academy
Time: 8:00 - 5:00
Fee: \$120.00 plus room/board
Contact: Alan Hammond

This course is for the newly appointed chief or sheriff. The program is designed to prepare chiefs and sheriffs for the challenges of running a law enforcement agency. Topics to be examined include, but are not limited to: liability issues, labor issues, consensus building techniques, discipline, the Public Information Act, managing internal investigations, understanding the needs of your city manager or county commissioners and mandatory reporting requirements. Attendees will learn from each other during interactive discussions of current issues facing department administrators.

Personnel who may attend: This class is restricted to newly appointed chiefs and sheriffs or their seconds in command only.

Class Limit: 20 Students

BASIC SUPERVISION FOR LAW ENFORCEMENT

Date: June 4-15, 2007
Location: Academy
Time: 8:00 - 5:00
Fee: \$365.00 plus room /board
Contact: Alan Hammond

This is a two week program intended for the first line supervisor who has not had prior supervision or management training. This course is aimed at assisting the transition into a supervisory capacity and promoting the effectiveness of supervisors. It includes instruction in the role of the supervisor, conflicts, leadership, motivation, supervisory communication and reporting and decision making skills.

Personnel who may attend: This class is restricted to law enforcement officers who are newly promoted or expect promotion into a supervisory position.

Class Limit: **36 Students**

SPECIALIZED COURSES
LAW ENFORCEMENT AND CORRECTIONS

REGIONAL TRAINING COORDINATOR SEMINAR

Date: August 16, 2006
Location: Academy
Time: 10:00 – 2:00
Fee: No fee (lunch provided)
Contact: Alan Hammond

This four hour forum is designed to provide the Maine Chiefs of Police Associations District Training Representatives with program and policy up-dates from the Academy. It is also a forum to share information with other districts related to training issues.

Personnel who may attend: This class is restricted to those persons appointed by their districts as their district's training representative.

Class Limit: 15 Students

COMPUTER BASICS AND TROUBLESHOOTING

Dates: August 17, 2006,
February 23, 2007
Location: Academy
Time: 8:30 - 11:30
Fee: \$25.00
Contact: Lauren Meservie

Have you ever had a computer problem that you knew would be easy to fix if only you knew how? Tired of waiting for the work order to be completed? Here's a class that will provide you simple solutions to common everyday computer problems.

Here is a sample of the class agenda:

- Learn how to properly maintain your computer for optimal performance
- Troubleshoot the desktop (for example, how to find the icon *you used to have...*)
- Learn how updating your Windows OS can keep you protected
- All you ever wanted to know about viruses and where they hide
- Know how to allocate files to certain locations and still be able to retrieve them
- Networking basics & troubleshooting
- Troubleshoot common Printer problems
- Q & A

Personnel who may attend: This class is open to any full or part-time law enforcement officer and to other personnel in the criminal justice system.

Special Requirements: A jump-drive storage medium for saving your in-class projects

Class Limit: 15 Students

METHODS OF INSTRUCTION

Dates: August 21-25, 2006
November 13-17, 2006
Jan. 29 – Feb. 2, 2007
March 26-30, 2007
June 4-8, 2007
Location: Academy
Time: 8:00 - 5:00
Fee: \$80.00 plus room/board
Contact: Susan Holmes

This one week course will cover conducting needs assessments, writing instructional objectives, choosing and preparing visual aids, creating an original lesson plan, teaching the adult learner, preparing tests, and using the Academy's Media Resource Center. Participants are required to make several presentations ranging from 2 to 15 minutes in duration.

Personnel who may attend: This course is available to personnel in the criminal justice system and is intended to fulfill the requirement for a Methods of Instruction course needed for Academy Instructor Certification

Class Limit: 20 Students

OPERATIONAL WEAPONS OF MASS DESTRUCTION RESPONSE FOR LAW ENFORCEMENT TRAIN-THE-TRAINER

Date: August 28-30, 2006
Location: Academy
Time: 8:00 - 5:00
Fee: room /board only
Contact: Alan Hammond

This course is being offered by the U.S. Department of Homeland Security through Louisiana State University. **In order for local, county or state agencies to apply for federal homeland security funding, that department's officers must have completed a basic weapons of mass destruction course. Officers who successfully complete this course are qualified to teach the basic awareness course regionally.**

This train-the-trainer course is designed to address specific fundamentals and skills associated with an emergency response to a WMD incident. As such, it provides detailed technical information and includes hands-on practice of actions required of emergency responders in WMD incidents.

Instructors who complete this program will be provided with instructor materials and will be recognized by the Department of Homeland Security as qualified to instruct the basic WMD course.

Personnel who may attend: Attendees must be emergency response personnel of a local, county, state or federal emergency agency in good standing. Attendees must have completed a WMD Awareness level training course.

Class Limit: 30 Students

MICROSOFT POWERPOINT BASICS (BEGINNER / INTERMEDIATE)

Dates: August 31, 2006
May 31, 2007
Location: Academy – Computer Lab
Time: 8:30 - 11:30
Fee: \$25.00
Contact: Lauren Meservie

Learn the basics of this fun and exciting Microsoft program. Create your own PowerPoint Presentations using the wizard or from scratch (for those really motivated individuals). Learn how to spruce up your lectures without relying solely on one type of instruction medium.

- Learn the basics of PowerPoint: what they are and where to find them
- Tips and Techniques for best performance
- Creating a PowerPoint using the PowerPoint Wizard
- Slide Layout and Design Templates
- Adding graphics, graphs and tables to your slides
- Adding preset animations
- Editing and modifying presentations
- Q & A

Personnel who may attend: This class is open to any full or part-time law enforcement officer and to other personnel in the criminal justice system.

Special Requirements: A jump-drive storage medium for saving your in-class projects

Class Limit: 15 Students

NARCOTIC DETECTION K-9 SCHOOL

Dates: Sept. 11 to Nov. 3, 2006
Location: Academy
Time: 8:00 - 5:00
Fee: \$480.00 plus room/board
Contact: Sgt. Michael Kaspereen

This course is for a new handler team. Teams will be trained to detect the following detection areas: basic odors – (marijuana, hashish, cocaine, crack cocaine, heroin, methamphetamines, and other drugs of choice. Methods of detection will include: building search, open area search, vehicle search, baggage/parcel search, aircraft search, watercraft search, and person search.

Personnel who may attend: This course is available to any officer and K-9 designated by their Chief or Sheriff as a department approved K-9 handler team – Detector – Drugs.

Class Limit: 20 Students

MICROSOFT POWER POINT, ADVANCED

Dates: September 19, 2006
June 1, 2007
Location: Academy – Computer Lab
Time: 9:00 - 4:00
Fee: \$50.00
Contact: Lauren Meservie

Take your newly created PowerPoint presentations to the next level. Discover what PowerPoint can really do to make your presentations come alive! You do not need to be a creative genius to make it happen – PowerPoint will do all the work while you get all the credit!

Advanced topics in PowerPoint include:

- Embedding objects
- Adding Hyperlinks
- Rehearse timings
- Adding sound effects (minimally of course)
- Exporting/Setting up Shows
- Customizing Templates
- Q & A

Personnel who may attend: This class is open to any full or part-time law enforcement officer and to other personnel in the criminal justice system.

Special Requirements: A jump-drive storage medium for saving your in-class projects

Class Limit: 15 Students

CRASH RECONSTRUCTION SPECIALIST MANDATORY TRAINING

Date: September 20-21, 2006
Location: Academy
Time: 8:00 - 5:00
Fee: \$25.00 plus room & board
Contact: James Lyman

This 16 hour mandatory training course will provide the Crash Reconstruction Specialist with the latest information in the crash reconstruction field and satisfy the Crash Reconstruction Specialist mandatory training requirements of the Board of Trustees.

This training is required to ensure current reconstruction specialists maintain minimum proficiency through practical application and testing. The program will include the identification and utilization of new reconstruction information and techniques, testing and documentation of the accuracy of reconstruction equipment essential to performing reconstruction activities, review of Newton's Laws of Physics and how they apply to crash reconstruction, and the identification of any problem areas in the reconstruction program with a discussion on solutions to any identified problems.

Personnel who may attend: All certified Crash Reconstruction Specialists seeking re-certification

Prerequisites: None

Class Limit: 65 Students

URBAN RIFLE INSTRUCTOR DEVELOPMENT

Date: September 25-29, 2006
Location: Academy
Time: 8:00 - 5:00
Fee: \$150.00 plus room / board
Contact: James Lyman

Program Description: This course is designed to develop MCJA Certified Firearms Instructors as trainers in rifle/carbine weapon systems. Topics will include weapon selection for patrol units, training and budgetary issues, nomenclature, function, handling safety, carry conditions and live fire drills.

Students must provide a departmental carbine or rifle with 2 magazines and a sling, 1200 rounds of ammo for the rifle. In addition, it is required to bring ear protection (full protection, no plugs only) & full, wrap around eye protection, ballistic vest (if worn) a cleaning kit, departmental duty belt, holster, handgun, spare magazines, 100 rounds of ammo, and a flashlight. Appropriate range gear, hat, bug spray and sun protection are also recommended

Personnel who may attend: All MCJA Certified Firearms Instructors. Preference will be given to those from agencies that have or will soon be transitioning to carbines/rifles.

Prerequisites: MCJA Certified Firearms Instructors

Special Requirements: None

Class Limit: 20 Students

INTOXILYZER RE-CERTIFICATION

Dates: September 27, 2006
December 27, 2006
March 28, 2007
June 27, 2007
Location: Academy
Time: 8:00 – 12:00
Fee: \$25.00
Contact: James Lyman

This course will provide the student operator with the knowledge and necessary skills to re-certify as an operator of the Intoxilyzer 5000 EN self-contained evidential breath-testing device. Class topics include; pharmacology and physiology of alcohol, chemical testing (theory, principles and law) nomenclature of the Intoxilyzer 5000EN instrument, administrative law and procedures and the current legal environment. Students who successfully complete the performance standards of Intoxilyzer Operation and Re-certification class will remain in active operator status. This class is not a substitute for the full certification class.

Personnel who may attend: All certified Intoxilyzer operators whose status is due to expire at the end of the month after the date of each corresponding class.

Class Limit: 20 Students

FIELD TRAINING OFFICER FOR CORRECTIONS

Dates: Sept. 25 – 29, 2006
Location: Academy
Time: 9:00 - 5:00
Fee: room/board
Contact: Eric Parker

This course was developed by the Northeast Region of the National Institute of Corrections as a regional training course. The goal of this class is to introduce the potential Field Training Officer to the skills, knowledge and attitudes required to be an effective FTO. Topics such as coaching, mentoring, performance evaluations, role modeling and communication skills will be presented.

Personnel who may attend: All full-time certified corrections officers who are currently or are anticipating becoming Field Training Officers.

Class Limit: 30 Students

LAW ENFORCEMENT PREVENTION AND DETERRENCE OF TERRORIST ACTS TRAIN-THE-TRAINER

Date: September 28-29, 2006
Location: Academy
Time: 8:00 - 5:00
Fee: room /board only
Contact: Alan Hammond

This course is being offered by the U.S. Department of Homeland Security through Louisiana State University. The class is designed to provide certified federal, state, county and local law enforcement officers with the knowledge, skills and abilities to assist in the prevention and/or deterrence of Weapons of Mass Destruction terrorist incidents by using OSHA Awareness Level knowledge.

The law enforcement officer is part of the front line defense in preventing and deterring WMD terrorist incidents where the release of WMD agents is likely to occur as a result of criminal actions. The nature of the officer's daily work environment provides them with an enhanced understanding of their community not shared by the general public. This heightened community awareness, as well as the possibility that they may encounter terrorists unknowingly while conducting patrol functions, provides law enforcement officers with a unique opportunity to prevent or deter potential WMD terrorist incidents. This class will provide law enforcement officers with competency in the following areas:

- Adult learning techniques
- Intelligence gathering through the utilization of open and covert source information.
- Recognition of the threat posed by suicide bombers and counter measures.
- Reinforcing the importance of community-oriented policing, field interview / contact cards, parking citations, traffic stops and criminal reports to assist in preventing and deterring terrorist acts.
- Identifying state and international drivers licenses, passports, visas, along with other diplomatic documents that have been altered or counterfeited.
- Understanding the materials that can be procured either legitimately or illegally to produce chemical, biological, radiological, nuclear, and explosive (CBRNE) agents or materials.
- Understanding the necessity of collection and sharing terrorist information with various agencies.

Personnel who may attend: Attendees must be sworn law enforcement officers with a minimum of three years service. Attendees must also be MCJA certified instructors.

Class Limit: 30 Students

INVESTIGATING COMPLAINTS OF OFFICER MISCONDUCT

Date: October 3-5, 2006
Location: Academy
Time: 8:30 - 5:00
Fee: \$80.00 plus room / board
Contact: Alan Hammond

From time to time, every law enforcement executive, no matter the size of the agency, will be confronted with the need to conduct an internal affairs investigation. The area of internal affairs investigations is growing increasingly complex. This training attempts to review many of the most common issues confronting chiefs and internal affairs investigators. The community policing philosophy depends on the integrity of the police department. If the public lacks confidence in the agency's ability and commitment to investigate and prosecute officer misconduct, there is little hope for successful partnerships and problem-solving. Investigations are an important part of any employer's frontline defense against liability and serve as a means of maintaining a disciplined workforce. In addition to knowing what to do during an investigation, every employer should know the policies and practices that can be implemented before the need for an investigation arises. *INVESTIGATING COMPLAINTS OF OFFICER MISCONDUCT* focuses on the practical techniques and information you need to know in order to conduct investigations that meet the ever-changing legal requirements. Class content will include: what you should do now to prepare for your next investigation, how to avoid costly mistakes that can create liability, interview techniques to get the most out of every witness, proper documentation, how to organize investigation files, and how to effectively present the results of an investigation.

There are three instructors, all with many years of experience in the subject area. They are Laurel Shippee, the state EEO coordinator; Joyce Oreskovich, chief legal counsel for state employee relations, and Brian MacMaster, chief investigator for the Attorney General's Office

Personnel who may attend: This class is open to full-time law enforcement personnel. Preference will be given to those assigned by their agency as responsible for conducting internal investigations.

Class Limit: 20 Students

MICROSOFT ACCESS BASICS - PART I (TABLES & QUERIES)

Date: October 5, 2006
Location: Academy
Time: 8:30 - 11:30
Fee: \$25.00
Contact: Lauren Meservie

The best way to learn Access is sequentially. You don't need specific database or Access experience for this class. We will learn the theory behind Access and move right on to actually using Access.

Here is a sample of the class agenda:

- Understanding Relational Database concepts
- Exploring the Data Foundations – the Table
- Key Fields and Linking Fields
- Indexing and more on Key Fields
- Refining Tables
- Sorting Data with Queries and Joins
- Using Queries for Data Retrieval
- Q & A

Personnel who may attend: This class is open to any full or part-time law enforcement officer and to other personnel in the criminal justice system.

Special Requirements: A jump-drive storage medium for saving your in-class projects

Class Limit: 15 Students

MICROSOFT ACCESS BASICS – PART II (FORMS & REPORTS)

Date: October 5, 2006
Location: Academy
Time: 1:00 - 4:00
Fee: \$25.00
Contact: Lauren Meservie

Now that you have the basic foundations in grasp, let's use that information to create simple forms and reports. This will be accomplished through the use of the Access Wizard.

Here is a sample of the class agenda:

- Creating simple forms for Data Access
- Form Design View
- Setting Tab Order
- Finding, Filtering and Sorting in Forms
- Data Access Pages
- Generating basic reports
- Report Wizard
- Developing Reports with Graphics and Expressions
- Mailing Labels
- Page Layout Settings
- Q & A

Personnel who may attend: This class is open to any full or part-time law enforcement officer and to other personnel in the criminal justice system.

Special Requirements: A jump-drive storage medium for saving your in-class projects

Class Limit: 15 Students

POLICE TRAINING OFFICER

Dates: October 16 – 20, 2006
April 9 – 13, 2007
Location: Academy
Time: 9:00 - 5:00
Fee: \$100.00 plus room/board
Contact: Eric Parker

The Police Training Officer program incorporates contemporary adult educational methods and a version of problem based learning adapted for Law Enforcement. This approach to training provides a foundation for life long learning that prepares the new officer for the complexities of Law Enforcement today and in the future. Instead of the San Jose model FTO program, this program is based on the Reno Police Training Officer (PTO) program which has been successfully implemented in several states across the country. The Program is designed to provide the trainee with a well structured 15 week program after having completed the Basic Law Enforcement Academy.

Personnel who may attend: Full-time certified and experienced law enforcement officers who will be serving in the capacity of Police Training Officers (PTO's) for their respective departments.

Class Limit: 20 Students

LAW ENFORCEMENT CHAPLAIN CLASS

Dates: October 23-27, 2006
Location: Academy
Time: 9:00 - 5:00
Fee: \$60.00 plus room/board
Contact: Alan Hammond

The law enforcement chaplain has become an increasingly important member of the criminal justice community. In times of crisis or high stress it usually falls to the chaplain to pick up the emotional pieces. This program is designed for to instruct the newly appointed law enforcement chaplain in many areas to include:

- The Criminal Justice System
- The Police Officer
- Community Policing
- Legal Liability and Confidentiality
- Sensitivity and Diversity
- The Role of the Chaplain in the Department
- The Chaplain and Other Religions / Denominations
- Death Notifications
- Post Traumatic Stress Syndrome
- Responding to a Crisis Situation
- Officer Injury or Death
- Suicide and Suicide Intervention
- The Effective Counselor
- Critical Incident Debriefing
- Stress Management
- Substance Abuse

Personnel who may attend: Students must be ordained by a recognized religious denomination and be sponsored by a Maine law enforcement agency.

Class Limit: 20 Students

MICROSOFT EXCEL ADVANCED

Dates: November 9, 2006
April 19, 2007
Location: Academy
Time: 9:00 - 4:00
Fee: \$50.00
Contact: Lauren Meservie

Excel Advanced is a class designed for those who use Excel on a regular basis. The advanced topics are not for the faint of heart! Learn some tips and techniques that will make you look like an Excel Genius in the eyes of your co-workers!

A sample of the topics covered in this class include:

- Advanced Excel Worksheet features
- Advanced Chart Topics
- Creating and using Excel Databases
- Programming in Excel with VBA Macros
- Pivot Tables
- Analyzing Data with Pivot Tables
- Using Small Business Financial Manager (time permitting)
- Q & A

Personnel who may attend: This class is open to any full or part-time law enforcement officer and to other personnel in the criminal justice system.

Prerequisites: This class is intended for those who already have a basic working knowledge of Microsoft Excel and want to enhance their skills.

Special Requirements: A jump-drive storage medium for saving your in-class projects

Class Limit: 15 Students

CRASH RECONSTRUCTION SPECIALIST MANDATORY EXAM

Date: December 5, 2006
Location: Academy
Time: 8:00 - 5:00
Fee: \$20.00 (includes lunch)
Contact: James Lyman

This is the mandatory Crash Re-Certification Exam. The successful completion of the re-certification exam with a score of 80% or higher must be met to maintain certification as a Crash Reconstruction Specialist as approved by the Board of Trustees.

Personnel who may attend: All certified Crash Reconstruction Specialists seeking re-certification

Prerequisites: Must have attended the mandatory training class on September 20 & 21, 2006 to be eligible for the exam.

Re-Certification Requirements:

- Must have completed the mandatory training,
- Must have completed the re-certification exam with a minimum score of 80%,
- Must submit 4 completed and approved reconstruction reports to the Crash Reconstruction Certification Board for professional review by December 31, 2006.

Class Limit: 65 Students

DRUG RECOGNITION EXPERT INSTRUCTOR

Date: December 4-8, 2006
Location: Academy
Time: 8:00 – 5:00
Fee: \$75.00 plus Room/Board
Contract: James Lyman

The Drug Recognition Program in Maine has doubled in size over the past three years and we are seeking motivated Drug Recognition Experts (DRE's) to become instructors for future program development. This NHTSA/IACP based program will focus on classroom preparation, participant learning styles, public speaking skills and overall presentation skills in the DRE program.

The classroom phase of this training will focus on learning the various sections of the DRE curriculum and conduct practice teaching assignments with your peers. After completion of this 40 hour class, candidates will be required to teach various sections in the DRE school scheduled for March 5-15, 2007. After teaching assignments are successfully completed, candidates must evaluate a minimum of two student evaluations in the field for course completion.

Personnel who may attend: All certified Drug Recognition Experts that are active in the DRE program and have a strong desire to teach other law enforcement officers. Host agencies will be asked to make a commitment of their instructor candidate to assist with future schools and semi annual refresher training. All candidate applications will be reviewed by the Drug Recognition Certification Board prior to acceptance to the school.

Prerequisites: Must be an active DRE

Class Limit: 12 Students

CIVIL RIGHTS OFFICER TRAINING

Date: December 6, 2006
Location: Academy
Time: 8:00 - 4:00
Fee: \$20.00 (includes lunch)
Contact: Alan Hammond

Maine's civil rights officers are the backbone of the civil rights enforcement system in Maine. It is the responsibility of the civil rights officer to be trained, to maintain that training, and to identify, investigate, and report all civil rights complaints to the Attorney General's Office. The civil rights officer also has the primary responsibility for ensuring that all complaints are investigated, and to work with the Attorney General's Office to ensure that all investigations are thorough.

Personnel who may attend: This class is open to full-time law enforcement and corrections personnel.

Class Limit: 30 Students

MICROSOFT ACCESS ADVANCED

Date: December 18, 2006
Location: Academy – Computer Lab
Time: 9:00 - 4:00
Fee: \$50.00
Contact: Lauren Meservie

Are you ready to really get to know Access?! Learn how to take what you already know and tweak it to your own standards to create specific, custom-made forms and reports in no time! This class is not for the average Access user; it has been designed for those with a working knowledge of Database Management Systems. Rather complex topics will be covered in a relatively short amount of time.

The class agenda consists of such things as:

- Designing customized Forms
- Implementing advanced Form concepts
- Creating custom menus and toolbars
- Introduction to VBA (and what it is)
- Understanding SQL and common SQL statements
- Understanding Access Security
- Developer considerations (for Multi-users)
- Splitting a Database
- Q & A

Personnel who may attend: This class is open to any full or part-time law enforcement officer and to other personnel in the criminal justice system.

Prerequisites: This class is intended for those who already have a basic working knowledge of Microsoft Access and want to enhance their skills.

Special Requirements: A jump-drive storage medium for saving your in-class projects

Class Limit: 15 Students

MICROSOFT WORD ADVANCED

Date: January 11, 2007
Location: Academy
Time: 9:00 - 4:00
Fee: \$50.00
Contact: Lauren Meservie

This class is designed to give Microsoft Word users knowledge on advanced Word capabilities. Participants will learn mail merge, autocorrect options, how to track changes, write office automation (macros), and learn extending formatting techniques as well as how to create and edit Word Forms. Time permitting, office integration and web page conversion will also be discussed.

Personnel who may attend: This class is open to any full or part-time law enforcement officer and to other personnel in the criminal justice system.

Prerequisites: This class is intended for those who already have a basic working knowledge of Microsoft Word and want to enhance their skills.

Special Requirements: A jump-drive storage medium for saving your in-class projects

Class Limit: 15 Students

LAW ENFORCEMENT OFFICER RE-CERTIFICATION COURSE

Date: February 21-22, 2007
Location: Academy
Time: 8:00 - 5:00
Fee: Included in \$150.00
Re-Certification fee
Contact: Lauren Meservie

Law Enforcement Officers who have not been employed in the capacity as either full or part-time officers for a period of more than two years are required to successfully complete the re-certification process outlined in Specification S-30.

This 16-hour course is being offered to full and part-time law enforcement officers to meet the training requirements of Specification S-30. The purpose of this class is to ensure officers have knowledge of current laws and procedures. Course content includes; Criminal Law, Motor Vehicle Law, Juvenile Law, Liquor Law, course review and the re-certification exam.

When the hiring agency submits a Notice of Employment for an officer who requires re-certification, The Academy will forward a re-certification packet with the necessary forms and a Provisional Certificate of Eligibility for the officer. The certificate is valid for up to one year to allow the officer time to complete this re-certification course. The re-certification packet will include the following forms which are also available on line; (Re-Certification Application, Notice of Employment, Criminal Background Check, Motor Vehicle License Confirmation, and Firearms Qualification Sheet). Officers will also have to submit a copy of a current CPR card.

Personnel who may attend: Any full or part-time law enforcement officer, who is hired by a law enforcement agency, whose law enforcement certification has expired.

Prerequisites: All forms in the re-certification packet must be completed and submitted prior to attending this course.

Class Limit: 20 Students

BASIC CRISIS NEGEOTIATIONS SCHOOL

Date: February 26-March 2, 2007
Location: Academy
Time: 8:00 - 5:00
Fee: \$60.00 plus room / board
Contact: James Lyman

The Academy is pleased to sponsor a 40 hour FBI Basic Crisis Negotiations School this year. The class was offered in the Bangor area in 2004 with excellent reviews and numerous requests to offer the class again. The course is intended for the first responder and focuses on active listening skills development as well as the expression of empathy towards individuals in crisis.

The class will be taught by a member of the FBI Crisis Negotiator Unit and will include identifying the philosophy of crisis negotiations, types of situations encountered, identifying priorities, common errors in negotiations and other basic negotiation skills.

Students that Successfully complete the class will receive a certificate of attendance in the course. This is an introductory course and attendees will not receive certification as Crisis Negotiators at this level.

Personnel who may attend: This class is open to law enforcement and corrections officers. Priority will be given to agencies that either have an active crisis negotiation program or will be developing one in the near future.

Class Limit: 24 Students

MICROSOFT EXCEL BASIC

Date: March 1, 2007
Location: Academy – Computer Lab
Time: 8:30 - 11:30
Fee: \$25.00
Contact: Lauren Meservie

By far, Excel is the most popular spreadsheet program around! It is a perfect tool for juggling numbers and formulas, organizing and manipulating data, and producing polished, professional worksheets and reports.

The Excel Basics class will help you gain a solid understanding of the basic features of the application, including navigation and help features.

Topics for this class include the following:

- Workbooks, Windows and Sheets
- Entering and Editing Data
- Formatting
- Printing Worksheets and Workbooks
- Creating Charts and Graphics
- Using the Excel Wizard
- Common Problems and Solutions
- Q & A

Personnel who may attend: This class is open to any full or part-time law enforcement officer and to other personnel in the criminal justice system.

Special Requirements: A jump-drive storage medium for saving your in-class projects

Class Limit: 15 Students

DRUG RECOGNITION EXPERT EVALUATION & CLASSIFICATION SCHOOL

Date: March 5-16, 2007
Location: Academy
Time: 8:00 - 5:00
Fee: **\$250.00 plus room / board**
Contact: James Lyman

The National Highway Traffic Safety Administration has developed, and IACP has adopted, the Standardized Field Sobriety Test procedure in conjunction with immediate breath testing, as a means of identifying the alcohol-impaired driver. If the effects of alcohol are determined not to be the sole cause of impairment, the officer can begin the evaluation process to determine what other causes may be responsible. The intent of this training course is to instruct the students through the use of systematic and standardized examinations how to determine whether the impairment is due to drug, medically related and if drugs the broad category or combination of categories of drugs that is the likely cause of the observed impairment.

Phase I of the training is a two day pre-school (16 hours) which reviews and enhances information officers previously received in the NHTSA OUI/SFST program. Attendees should be thoroughly familiar with the OUI/SFST skills prior to attending. Phase II of training is a seven-day (56-hour) classroom program during which students receive detailed instruction in the techniques of the drug evaluation examination as well as in physiology, the effects of drugs and legal considerations. Upon completion of this phase of training, the student must pass a comprehensive written examination before proceeding Phase III of the training, the field certification. The field certification portion of training begins immediately following completion of the classroom training and is conducted at periodic intervals for the next 60 to 90 days. During this portion of the training, students, under the direction of certified instructors, evaluate subjects suspected of being impaired by drugs other than alcohol. After participating in and documenting the results of at least 12 drug evaluations and completing a comprehensive examination, the student is eligible for certification.

Personnel who may attend: All full time law enforcement officers actively enforcing impaired driving laws that work for a department which is committed to providing the command and logistic support necessary for the DRE to function at maximum effectiveness in detecting and deterring impaired drivers.

Prerequisites: SFST Proficiency. Consideration will be given to regions that have no DRE's and for jurisdictions that allow the DRE to assist neighboring jurisdictions.

Class Limit: 20 Students

FIELD TRAINING OFFICER

Dates: March 12-16, 2007
Location: Academy
Time: 9:00 - 5:00
Fee: \$60.00 plus room/board
Contact: Eric Parker

This course is designed to train Field Training Officers at their agencies. This is a 40 hour course developed from the National Institute of Correction's "**Field Training Officer Program Development.**" The course will cover such things as what is recommended for a successful FTO program, qualities and traits of a good FTO, and how documentation is accomplished. Various training delivery methods will be presented, and participants will learn one-on-one instructional techniques.

Personnel who may attend: All full-time certified corrections officers and other appropriate personnel.

Class Limit: 30 Students

BASIC PATROL K-9 SCHOOL

Date: March 19 – June 8, 2007
Location: Academy
Time: 8:00 - 5:00
Fee: \$720.00 plus room/board
Contact: Sgt. Michael Kaspereen

This course is for a new handler team. Teams will be trained in the following: obedience, agility, tracking a person, building search, article search and evidence recovery, criminal apprehension and handler protection. This is an intensive 12 week course that will prepare the team for Board Certification once the written and field tests are successfully completed.

Personnel who may attend: This course is available to any officer and K-9 designated by their Chief or Sheriff as a department approved K-9 handler team.

Class Limit: 20 Students

MICROSOFT EXCEL INTERMEDIATE

Date: March 20, 2007
Location: Academy
Time: 1:00 - 4:00
Fee: \$25.00
Contact: Lauren Meservie

Excel is a great tool for calculating and statistical data. The Intermediate class begins with basic formula functions and slowly migrates to more advanced statistical calculations and what-if analysis. Also covered in the class is a way to network your workbooks and even integrate them with other Microsoft Applications.

Topics for this class include the following:

- Using Excel Formulas
- Analyzing your data
- Auditing and Validating Worksheets
- Excel Solver and Goal Seek
- Using Excel Add-ins
- What-If Analysis
- Networking and Integration
- Q & A

Personnel who may attend: This class is open to any full or part-time law enforcement officer and to other personnel in the criminal justice system.

Special Requirements: A jump-drive storage medium for saving your in-class projects

Class Limit: 15 Students

MICROSOFT ACCESS INTERMEDIATE

Date: April 18, 2007
Location: Academy – Computer Lab
Time: 1:00 - 4:00
Fee: \$25.00
Contact: Lauren Meservie

If you have a good familiarity with the Basics of Access then Access Intermediate is the class for you. This class will take the Basic class one step further, and includes more in-depth discussion on the following topics:

- Automating your Access Applications
- Macros and Access
- Macros and Events
- Commonly used Macros
- Data validation
- Input Masks
- Using OLE Objects and Hyperlinks in Tables
- General Math in Queries
- Query parameters & ranges
- Q & A

Personnel who may attend: This class is open to any full or part-time law enforcement officer and to other personnel in the criminal justice system.

Special Requirements: A jump-drive storage medium for saving your in-class projects

Class Limit: 15 Students

POLICE PHOTOGRAPHY

Date: May 14-18, 2007
Location: Academy
Time: 8:00 - 5:00
Fee: \$95.00 plus room/board
Contact: Lauren Meservie

This is a course designed for the officer who is not experienced in photography. It includes basic principles of photography (cameras, films, lenses, exposure determination, etc.), darkroom techniques (film development, chemicals, enlarging and printing, filters, etc.) ***This course may involve evening sessions.*** Students must bring a 35mm camera, flash and tripod to class. Students should also bring a digital camera.

Personnel who may attend: All full time law enforcement officers and other criminal justice personnel assigned photography duties.

Class Limit: 15 Students

MECHANICS OF RESTRAINT & CONTROL INSTRUCTOR

Date: June 4-8, 2007
Location: MCJA
Time: 8:00-5:00
Fee: \$60.00, plus room / board
Contact: Jack Murphy

This is a 40 hour course directed toward developing instructors for law enforcement defensive tactics that are taught in the Basic Law Enforcement Training Program and the Pre-Service Law Enforcement Academy programs. Those individuals selected should be willing to participate in Academy programs. Applicants must provide a letter with the application from the Chief Law Enforcement Officer of the agency indicating a willingness to send the officer to participate in the Basic Law Enforcement Training Program.

Personnel who may attend: All full time Law Enforcement Officers who are Academy certified and part-time Law Enforcement Officers with 3 years experience. Preference will be giving to full-time law enforcement officers and those who are willing to participate in Academy programs.

Class Limit: 20 Students

INTERACTIVE USE OF FORCE INSTRUCTOR

Date: June 11-15, 2007
Location: MCJA
Time: 8:00 - 5:00
Fee: \$75.00 plus Room/Board
Contact: Jack Murphy

This course will prepare firearms and other defensive tactics instructors to use create and use situational interactive training scenarios for use of force training. The use of marking cartridges and appropriate protective equipment and rules will be covered. Students will produce and supervise use of force scenarios and critique and evaluate officer's performance during those scenarios. Applicants must provide a letter with the application from the Chief Law Enforcement Officer of the agency indicating a willingness to send the officer to participate in the Basic Law Enforcement Training Program.

Personnel who may attend: All MCJA Certified Instructors who are Full Time Law Enforcement officers. Priority will be given to Use of Force, Defensive Tactics, Firearms, &, Chemical Agent Instructors.

Class Limit: 20 Students

FIREARMS INSTRUCTOR DEVELOPMENT

Date: June 11-22, 2007
Location: Academy
Time: 8:00 - 5:00
Fee: \$250.00 plus room/board
Contact: James Lyman

This course is designed for the officer, who has demonstrated proficiency with firearms, completed Methods of Instruction and has been tasked with obtaining MCJA Certified Firearms Instructor status to assist in improving the shooting skills of others. The class concentrates on firearms program management. This is the first of a two-week program in completion of mandatory requirements in becoming an MCJA Firearms Instructor. This week concentrates on program management, liability, range development and coaching and evaluation of students. The fifth day of this class will be practical application of live fire, range exercises to evaluate shooters and provide constructive feedback to improve their overall firearms proficiency under the guidance of MCJA Firearms Trainers. Week two takes the instructor candidate through the process of planning, developing and implementing law enforcement firearms training in a practical setting. The student will learn highly advanced; yet simple, instructional techniques that will enhance their ability at developing high level combat shooting and survival skills in students. The first day of this week will be devoted to firearms lesson plan development and individual presentations on selected firearms topics. MCJA staff, as a necessary part of course completion will monitor presentations. Courses of fire, developed by the student through the class, will be utilized and evaluated by Trainers. This course goes beyond providing an understanding of firearms training and instructional techniques. It provides the exercise and practice needed to develop highly honed skills that can be applied upon completion of the course. This course is intensive study with outside assignments and possible evening sessions. This is necessary to satisfy core requirements for course completion. Due to the practical nature of this course it is physically taxing and should be considered when selecting candidates.

Personnel who may attend: All full-time law enforcement and Corrections Officers with 3 years post Academy experience or prior MCJA approval

Prerequisites: Methods of Instruction, Appointment letter from organizational head designating student as a Firearms Instructor, Pre-course firearms qualification at 90%.

Special Requirements: Students will be provided with a list of necessary ammunition and other required gear upon acceptance to class.

Class Limit: 24 Students

FIREARMS SKILLS DEVELOPMENT

Date: June 15, 2007
Location: Academy
Time: 8:00 - 5:00
Fee: \$25.00 includes lunch
Contact: James Lyman

This course is designed for the officer, who needs assistance improving proficiency with the semi auto pistol. The day long course is being offered in conjunction with the Firearms Instructor Development Program at the Academy. Instructor candidates will be evaluated on their ability to effectively work with the participants in this class. We will work with students to improve safety issues, marksmanship skills, and other important firearms skills.

The ultimate goal of the program is to make participants more comfortable around firearms, teach lifetime firearms skills and successfully qualify participants on the MCJA 50 round pistol qualification course.

Personnel who may attend: This class is open to law enforcement and corrections officers.

Prerequisites: Any law enforcement or corrections officer who is in need of remedial training in firearms.

Special Requirements: Participants will be required to bring 300 rounds of pistol ammunition, duty weapon and gear, wrap around eye protection, ear protection (not plugs) and appropriate range clothing. A list will be provided upon acceptance to the class.

Class Limit: 24 Students

DISPATCHER COURSES

TERMINAL OPERATOR TRAINING AND CERTIFICATION

| | |
|------------------|---|
| Dates: | September 11-15, 2006 October 16-20, 2006 November 13-17, 2006 December 4-8, 2006 January 8-12, 2007 February 12-16, 2007 March 12-16, 2007 April 9-13, 2007 May 7-11, 2007 June 4-8, 2007 |
| Location: | Academy |
| Time: | 8:00-5:00 |
| Fee: | \$60.00, plus room & board |
| Contact: | Jack Parkin |

This course is designed to increase knowledge and skills in proper teletype procedures, and to meet a federal mandate requiring all law enforcement terminal operators to be certified in the use of teletype equipment. The student will receive classroom lectures, exercises, and proficiency testing in such areas as NCI, NLETS, METRO, NWM, Quality Control, Validations and liability.

Certification will require an overall numeric score of 80% or higher on the class examination. Students who fail will have an opportunity to reschedule the course at a later date.

Personnel who may attend: All law enforcement officers and civilian personnel who are responsible for any telecommunications usage at their respective work sites.

Class Limit: 15 Students